



Information Guide



better work, better life

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Hello!

Thank you for your interest in the Youth Employment Solutions (YES!) program with Adecco Staffing. We are very excited for this opportunity to partner with the State of Kentucky, Kentucky school districts, and the area businesses to push forward with the common goal of promoting a new and highly skilled workforce for the Kentucky generations to come.

With other 75million Baby Boomers on their way to retirement, the X and Y generations are currently only going to be able to fill around half of these jobs With the push for post-secondary education being primarily an academic pathway, the pipeline for employees in the skilled trades is thinning dramatically. If this keeps up, eventually there will be little to no workforce, which will result in a n exodus of area businesses from Kentucky and the USA.

In the partnership created between the Kentucky Department of Education, the Kentucky Labor Cabinet, and Adecco, a program has been created to take a proactive approach and promote another pathway for Kentucky youth, allowing Kentucky businesses to say "YES!" to training and employing the workforce of the future. While work-based-learning has always been an option for Kentucky high school students, they now also have the opportunity to participate in the Tech Ready Apprentices for Careers in Kentucky (T.R.A.C.K) program. This youth apprenticeship program will allow students to explore apprenticeship trades, while getting a jump start on their career.

But how can local business support work based learning in their community while following child labor laws and with little cost? This is where Adecco makes it possible! Per the memorandum of understanding signed by the Kentucky Department of Education's Office of Career and Technical Education, the partnership will allow Adecco to employ the work based learning students, allowing for a cost effective way for area businesses to train their future work force. Students will be required to maintain the curriculum expectations aligned for their program, while Adecco works with them individually to ensure their on the job safety, payroll, and compliance with child labor laws. Adecco will also work closely with the business to ensure compliance and that all of their needs are being met.

We at Adecco look forward to the opportunities available through this partnership and program!

Megan Bethel, YES! and Commonwealth of KY Senior Client Program Manager



The Partnership: Who and How Are They Involved?

Partner:	Purpose:
Kentucky Department of Education/ Office of Career and Technical Education	In promoting their mission to “assist schools in providing students with skills necessary for a successful transition to post-secondary education or work...”, KDE and OCTE have partnered with the Kentucky Department of Labor with the creation of the TRACK program. These offices, whom govern and monitor the success of Kentucky students, will work to give students another pathway to be successful beyond secondary education.
Kentucky Labor Cabinet	As we all know, the Kentucky Labor Cabinet maintains a plethora of responsibility when it comes to employment. While looking out for the best interest of the employee, they also ensure work place safety, maintain regulation and compliance, as well as govern pay. In partnering with the Office of Career and Technical Education, and the TRACK program is born. This program provides Pre-Apprenticeship opportunities for secondary education students, as well as a pipeline for an apprenticeship and a new workforce in the skilled trades.
Adecco Staffing	The global human resource agency has partnered with the State of Kentucky to assist in the allowance of students to be more involved with their work based learning experience. In the past, major legal issues involving child labor and worker's compensation liability have been a host of large restriction for businesses willing to let students work and learn at their establishments. In signing with Adecco, the student is now an Adecco employee, alleviating the responsibility from the business.

Work Based Learning: Pathway Differences

With a number of opportunities for work based learning available for students, the most common are as follows. If you need more information on these, please reference the Work Based Learning Manual. In order for the Work Based Learning program to partner with the Adecco YES Program, the student employees MUST be paid a wage.

Co-Op

From the Work Based Learning Manual: ““Co-op” Education is a paid educational program consisting of in-school instruction combined with program related on-the-job experience in a business or industrial establishment. These are planned experiences supervised by the school and the employer to ensure that each phase contributes to the student’s Individual Learning Plan.”

Internship

From the WBL Manual: “A student internship is a type of “Work Based Learning Program” for high school students who have completed extensive school based preparation relating to an identified area of career and academic interest in the ILP. Internships are usually one time experiences which should lead to course credit and/or pay.”

Youth apprentice/ TRACK

From the TRACK website: “A partnership between the OCTE and KY Labor Cabinet to provide youth apprenticeship opportunities to secondary students. This is an industry driven program to create a pipeline for students to enter post-secondary apprenticeship. Upon successful completion, the student will be awarded an industry certification by the employer through the Labor Cabinet and all on-the-job hours worked will be counted towards the apprenticeship. The certification will also count towards the local school district’s college and career ready accountability index. There is no cost involved except wages for the student employee. The employer must have a registered apprenticeship program with the Kentucky Labor Cabinet.

FAQ's

My business has _____open positions! It would be great if we could employ students to make extra money! How can Adecco help us?

Unless the positions line up with a Career and Technical pathway, we cannot staff students using the YES! Program. While in theory, it is a terrific thought: students can come here and work/learn, we can supplement our staff. This is NOT what the YES Program is intended for! If you need traditional staffing assistance, Adecco can help you out for sure and we will put you in contact with a branch in your market!

What exactly does the YES Program and Adecco do?

For the school, Adecco provides a partnership to ensure your students are being paid, remain safe on the job, and are oriented to their position properly. With visits to your institution, we provide soft skill and job readiness courses that educate! For the student, Adecco is your employer! We will provide your paycheck, make sure you are properly covered with liability insurances, and be here for you with any questions! For the business, we would provide the payroll support, liability insurance, and all other traditional staffing amenities in this untraditional program! Through YES, we hope to open the doors to many Kentucky businesses for students allowing more opportunity both academically and economically!

I am a high school freshman, can I participate?

Of course! However, you must wait until you are at least 16 years of age due to both state and federal child labor laws.

I'm a student who doesn't want to participate in a Work Based Learning Pathway, can I still work with Adecco?

This depends on your age. Adecco complies with all state and federal child labor laws and will promote the following of such. Please see the Work Based Learning Manual for further outlines of these laws.

How much will this cost me?

As an educator, this program is of no cost to you. Students, you will be making the money! Businesses, to register your apprenticeship program, there is no cost. To take on a student employee, you must pay their wage! When using Adecco, there will be a markup that will be contracted with you per the job description and risk of the student. With employing a minor, the liability insurance is significantly higher, so it may be in your financial best interest to use Adecco...and that is EXACTLY what we are here for!

I am a school that has _____students looking for work, can you find them a job?

Adecco will work with the students based on their pathway. If they are looking for work outside of a Work Based Learning Program, Adecco will do what we can in compliance with State and Federal Child Labor Laws.

What is youth apprenticeship?

The Office of Career and Technical Education has implemented a new pre-apprenticeship program, with the Kentucky Labor Cabinet, known as Tech Ready Apprentices for Careers in Kentucky (TRACK). Through this program, high school students can get a jump start on their apprentice hours, while businesses can begin molding their future work force pipeline.

Businesses must have a registered apprenticeship program to participate.

Resources and Contacts

Kentucky Labor Cabinet:

www.kentuckyapprenticeship.com

Kentucky Labor Cabinet Policy to Youth Pre-Apprenticeship:

<http://education.ky.gov/CTE/cter/Documents/Kentucky%20Labor%20Cabinet%20Pre-Apprenticeship%20Policy.pdf>

Office of General Counsel's opinion on TRACK and Child Labor Law

<http://education.ky.gov/CTE/cter/Documents/GC%20ChildLaborOpinion%20TRACK.pdf>

TRACK:

<http://education.kys.gov/Pages/default.aspx>

US Dept of Labor Office of Apprenticeship:

<http://www.doleta.gov/oa/>

Kentucky OSH Etrain:

<http://www.laborcabinetettrain.ky.gov/>

Work Based Learning Manual

<http://education.ky.gov/CTE/cter/Pages/WBL.aspx>

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Adecco and the YES! Program

Mission: To build partnerships allowing more Kentucky businesses to say YES! to youth apprentice, co-op, and internship opportunities for high school students, while complying with both state and federal child-labor laws, and ensuring the best interest of the student.

Getting Started: If you are interested in being a YES! partner, please reach out to Megan Bethel, Sr. Client Program Manager with Adecco Staffing. Once your questions are answered, a contract or Memorandum of Understanding will be put into place with either the YES! Program. If you are planning to participate in the youth apprenticeship program, you must have a state registered apprenticeship program registered. Because each program, school district, and student is very different, each will be handled on an individual level to ensure the processes and procedures are followed, proper attention is delivered, and all questions are answered. Please remember that this is a process, it is VERY unlikely that there be an interest today and a student can start tomorrow.

And then...: Once your program has begun, Adecco will maintain a relationship with all parties to ensure compliance with contract and MOU's. The relationship between the school and business must remain alive to ensure all aspects of the work based learning program are being met. If the student is in a pre-apprenticeship program, the business must move them to their true apprenticeship program upon high school graduation.

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